

PERS 74-4269

6 September 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending
6 September 1974

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1. Assist to ORD: [REDACTED] Office of Research and Development, Life Sciences Division, has complimented [REDACTED] on the cooperation given him during the American Psychological Association Convention held in New Orleans on Labor Day weekend. Seventeen Social Psychologists were interviewed.

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3. Co-op Minority: Morgan State, with which we have worked for two years but which has never provided us with any co-ops, has identified an economics major for OER's minority co-op program.

4. Intern Program: The proofs for the 1975 Summer Intern Program flyers have been completed by Printing Services. Printing of the flyers will be completed in about one week.

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5. Personnel Officers' Meeting: The September Personnel Officers' Meeting was held in the auditorium at 1030 hours, Wednesday, 4 September. As a follow-up to the 1974 Spring Conference at [REDACTED] discussed the reactions and comments of the management of the Office of Personnel to objectives and proposals raised at the conference. In addition, the Director of Personnel gave the group an update on various personnel or related matters. [REDACTED] discussed the new Exceptional Achievement Award. 25X1A

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6. ADP Conversion: In ADP conversion activities, a draft of the Procedures Manual has been completed as well as a list of the type of ceilings for all offices to be input for conversion.

7. Handicapped: During the past week we have received three more applications from individuals with handicaps -- one blind, one deaf and one who has an atrophy of the arm as a result of polio. Two of these people look like good prospects for clerk and micro-photographer jobs. The other person appears to have interests in fields outside CIA interests, and we will probably suggest that he could serve better elsewhere.

8. OP Objectives: We continued work on the formulation of milestones for OP 1975-1976 objectives.

9. Rehired Annuitants: On 30 August the Acting Director of Personnel approved the following retired annuitant cases for the Directorate for Administration:

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[REDACTED]

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[REDACTED] -- Office of Security --
Independent Contractor -- one year extension.

10. Supergrade Survey: The final results of the supergrade surveys are being reviewed by the Deputy Directors before submission to the Director.

11. Position Management: The Office of Finance Survey report has been completed.

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12. Upward Mobility: In the continuing project on the Upward Mobility Program, [REDACTED] attended an EEO workshop given by the Manpower Management Institute.

13. Suggestion Awards: The Suggestion Awards Committee met on 5 September and approved the following awards:

a. An additional award of \$100 to a retired Office of Communications employee for savings involved in communications equipment replacement.

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b. An award of \$105 to a Personnel Officer for a paper savings of more than 15,000 forms annually.

c. A \$150 award to a former Logistics summer employee for the development of a depot packing device.

d. Two awards of \$100 and \$95 to a Printing Services employee for improvements to processor equipment in the printing plant.

The Committee also recommended approval of a \$700 award to an Assistant Supply Officer for development of a worldwide equipment control system.

14. Blood Donor Day: Blood Donor Day was 3 September. Considering that it followed a holiday, the results were encouraging.

Coming Events

1. New Training Year for Reserves: The Agency Military Reserve Units start their 1974-75 training next Monday, 9 September. The meeting will be conducted in the auditorium beginning at 1745 hours. [REDACTED] from the Intelligence Community Staff has accepted an invitation to be the keynote speaker and will discuss the role of the Staff.

2. Combined Federal Campaign: We will prepare the Combined Federal Campaign goals by office for the 1974 campaign. The overall Agency goal has been established and CFC campaign headquarters will be informed shortly. The goals by office are to be ready for the meeting of the Deputy Director of Personnel for Special Programs with Directorate representatives on 10 September. Our campaign will be held from 1 October to 8 November 1974.

3. The Annual Awards Ceremony is scheduled for 10:00 A.M. 18 September in the Headquarters auditorium.

4. Work will continue on ADP conversion activities.

(Signed) F. W. M. Janney

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Director of Personnel

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